CORRECTIONAL SERVICES DEPARTMENT
(Civil Service Vacancies)

Assistant Education Officer (Chinese Language)

Salary: Master Pay Scale (MPS) Point 15 ($35,780) to MPS Point 33 [Note (1) under Entry Requirements] ($83,140) per month.

Entry Requirements:
Candidates should

(a) (i) have a Hong Kong Bachelor of Education degree (BEd) in secondary education majoring in Chinese Language, or equivalent; or (ii) have a Hong Kong bachelor's degree majoring in Chinese Language, or equivalent, and a Postgraduate Certificate in Education (PGCE) / Postgraduate Diploma in Education (PGDE) in secondary education majoring in Chinese Language from a Hong Kong tertiary education institution, or equivalent; or a teacher's certificate in secondary education majoring in Chinese Language awarded by the former Colleges of Education or the former Hong Kong Institute of Education, or equivalent [Notes (a) - (b) and General Note (a)]; and

(b) have met the language proficiency requirements of 'Level 1' results in the two language papers (Use of Chinese (UC) and Use of English (UE)) in the Common Recruitment Examination (CRE), or equivalent [Notes (2) – (4) under Entry Requirements]; and

(c) be able to speak fluent Cantonese and English; and

(d) have a pass result in the Basic Law and National Security Law Test [Note (5) under Entry Requirements].

Notes under Entry Requirements:

(1) The information on the maximum pay point is for reference only and may be subject to changes. Applicants with a PGCE / PGDE in secondary education majoring in Chinese Language from a Hong Kong tertiary education institution, or equivalent; or a teacher's certificate in secondary education majoring in Chinese Language awarded by the former Colleges of Education or the former Hong Kong Institute of Education, or equivalent, will enter at MPS Point 17.

(2) The results of the UC and UE papers in the CRE are classified as 'Level 2', 'Level 1' or 'Fail', with 'Level 2' being the highest.

(3) For civil service appointment purpose, Level 5 or above in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade C or above in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE), are accepted as equivalent to 'Level 2' in the UC paper of the CRE. Level 4 in Chinese Language of the HKDSEE; or Grade D in Chinese Language and Culture or Chinese Language and Literature of the HKALE, are accepted as equivalent to 'Level 1' in the UC paper of the CRE.

(4) Level 5 or above in English Language of the HKDSEE; or Grade C or above in Use of English of the HKALE; or Grade C or above in English Language of the General Certificate of Education (Advanced Level) (GCE A Level), are accepted as equivalent to 'Level 2' in the UE paper of the CRE. Level 4 in English Language of the HKDSEE; or Grade D in Use of English of the HKALE; or Grade D in English Language of the GCE A Level, are accepted as equivalent to 'Level 1' in the UE paper of the CRE. Candidates with an overall band of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the Academic Module of the International English Language Testing System (IELTS) within the two-year validity period of the test is accepted as equivalent to 'Level 2' in the UE paper of the CRE. The IELTS test result must be valid on any date during the application period.

(5) All applicants for civil service jobs will be assessed on their knowledge of the Basic Law and the National Security Law. A pass result in the Basic Law and National Security Law Test is an entry requirement for all civil service jobs. Only those candidates who have passed the Basic Law and National Security Law Test will be considered for appointment. For candidates who have not taken the relevant Basic Law and National Security Law Test or have not attained a pass result in the relevant Basic Law and National Security Law Test at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant Basic Law and National Security Law Test during the recruitment process.

Notes:

(a) The following potential applicants may also apply if they do not meet the relevant entry requirements set out in (a) under Entry Requirements:

(i) who are currently (i) bachelor students of BEd in secondary education majoring in Chinese Language in their final year of study, and are expected to obtain the aforementioned qualifications, or equivalent, no later than the summer of 2027; or (ii) postgraduate students in their final year of study, and are expected to obtain a PGCE / PGDE in secondary education majoring in Chinese Language from a Hong Kong tertiary education institution, or equivalent, no later than the summer of 2027. If selected, appointment will be subject to, among others, the attainment of requisite academic qualification within the 2026/27 academic year; or

(ii) who are currently (i) bachelor students of BEd in secondary education majoring in Chinese Language in their penultimate year of study, and are expected to obtain the aforementioned qualifications, or equivalent, no later than the summer of 2028; or (ii) postgraduate students in their penultimate year of study, and are expected to obtain a PGCE / PGDE in secondary education majoring in Chinese Language from a Hong Kong tertiary education institution, or equivalent, no later than the summer of 2028. If selected, appointment will be subject to, among others, the attainment of requisite academic qualification within the 2027/28 academic year.

(b) Applicants mentioned in Note (a) are required to **clearly state the expected date of obtaining the said qualification(s)** in the online application form and the Supplementary Information Form (SIF) [SIF (Rev. 10/2026)], and to **provide copies of documentary evidence** such as letters, certificates and transcripts to prove that they have obtained the requisite qualification(s) and met the entry requirements in the aforementioned period **by the deadline** to be determined by this Department. Applicants who fail to provide the necessary information as required will not be considered further.

(c) Applicants' attention is drawn to the following for compliance:

(i) Candidates should state clearly on their online application form and SIF **the major and minor subjects studied in their bachelor degree and teacher training courses**.

(ii) **Candidates holding qualifications obtained from academic institutions outside Hong Kong** should provide copies of diplomas/ certificates, transcripts of studies and official documents issued by the relevant academic institutions stating the mode of delivery (e.g. full time / part time, on campus / distance learning, etc.) of the study programmes. To facilitate the assessment of the qualifications, candidates should provide above documents for all other relevant qualifications obtained as far as possible. **Candidates holding local qualifications** should provide copies of the documents stating the major and minor subjects studied in their bachelor degree and teacher training courses.

(iii) Submission without using the prescribed form [SIF (Rev. 10/2026)] or which are incomplete, late or without copies of the required supporting documents, or submitted in person, by fax or post, **will <u>NOT</u> be accepted.**

Duties: An Assistant Education Officer (Chinese Language) is mainly deployed on taking up teaching duties up to senior secondary level in correctional facilities and undertaking education-related administrative work and diversified professional duties.

A successful candidate may be required to teach any subjects assigned by the Correctional Services Department.

(***Note***: The appointee will be subject to the provisions of the Prisons Ordinance.)

Terms of Appointment: A new recruit will normally be appointed on civil service probationary terms for three years. Upon passage of probation bar, he/she may be considered for appointment on the prevailing permanent terms.

General Notes:

(a) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications.

(b) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.

(c) Civil service vacancies are posts on the civil service establishment. Candidates selected for these vacancies will be appointed on civil service terms of appointment and conditions of service and will become civil servants on appointment.

(d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.

(e) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.

(f) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the selection interview.

(g) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet "Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities" which is available for reference on the Civil Service Bureau's website at https://www.csb.gov.hk under "Administration of the Civil Service – Appointments".

(h) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.

(i) Civil service vacancies information contained in this column is also available on the GovHK on the Internet at https://www.gov.hk.

(j) Towards the application deadline, the online system would likely be overloaded due to large volume of applications. To ensure timely completion of the online application process, it is advisable to submit the application as early as possible.

How to Apply:

To apply, applicants (Note (c)) must

(a) apply **online** through the G.F. 340 Online Application System of the Civil Service Bureau (https://www.csb.gov.hk). Applications which are incomplete or submitted in person, by post, by fax or by e-mail **will NOT be accepted**; and

(b) **email** a duly completed **Supplementary Information Form (SIF) [SIF (Rev. 10/2026)]** together with **copies of certificates and transcripts** in support of all **relevant qualifications** attained (e.g. degree, teacher training, language proficiency level, CRE, and Language Proficiency Requirement (LPR) / Language Proficiency Assessment (LPA) results) to appointments@csd.gov.hk. Supplementary information not submitted in the prescribed form or which are incomplete, late, or without copies of the required supporting documents, or submitted in person, by post or by fax **will NOT be accepted**. **The online application number**

should be quoted in the email and copies of the supporting documents.
(Note: The SIF can be downloaded from the Correctional Services Department's website: https://www.csd.gov.hk/images/doc/recruit/recruit_form/SIF.pdf)

Candidates should provide a detailed account of their academic qualifications and relevant work experience in the prescribed SIF [SIF (Rev. 10/2026)].

Candidates who are selected for interview will normally receive an email invitation within two months from the closing date for application. Those who are not invited for the interview may assume that their applications are unsuccessful.

Contact Address: Appointments Unit, Correctional Services Department Headquarters, 23/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong

Enquiry Telephone: 2582 6050

Closing Date for Application: 12 November 2026